

## **Barber School**

### **Documentation Required for Licensure**

- ☐ Application and fee (\$600). **All application fees are nonrefundable.** To apply, do one of the following:
  - 1. Create an account and apply online at:  
<https://ibpllicense.iowa.gov/PublicPortal/Iowa/IBPL/common/index.jsp>, OR
  - 2. Request a paper application by calling the Board office at 515-281-0254. Return the completed paper application with a check or money order payable to the Iowa Board of Barbering.
- ☐ The application will ask you to provide the following information:
  - The exact location of the proposed school.
  - A copy of the essential parts of the lease or other documents to provide proof that the owner of the school has occupancy rights for a minimum of one year.
  - A sworn affidavit that proves the existence of sufficient finances to acquire the facilities and equipment required by the board and to operate the proposed barber school for a minimum of one year.
  - Complete plan of the physical facilities and an explanation detailing how the facilities will be used relative to the number of students and to the classroom and clinic space.
  - Copies of the catalog, brochure, enrollment contract, student policies, and cancellation and refund policies that will be used by the school.
  - A copy of the school's course of study, which shall meet the requirements outlined in Iowa Administrative Code 645—23.8(158)
  - Compliance with Iowa Code section 714.18 and Iowa Code section 714.23 (as applicable) must also be demonstrated.